



Eastrea Village Hall Trust  
Registered Charity No 1040578  
2 Roman Gardens  
Eastrea  
Peterborough  
PE7 2DF  
Tel: 01733

Email [eastreabookings@gmail.com](mailto:eastreabookings@gmail.com)

Trustees Annual Report

1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019

www.eastreahall.org.uk

## **Names of trustees**

Ritchie Walton

Mckinley Erysthee

Marsha Erysthee

Albert Brooks

## **Committee Members**

Peter Hale

Nicola Brooks

Susan Parnell

Katrina Eryshee

Aidy Slack

## **Sources of Advice and Support**

Buckles Solicitors

CCV Cambridgeshire  
Fenland District Council  
ACRE

## **Governance**

Eastrea Village Hall was established as a charity by trust deed document dated 08/09/1994. The Hall stands on donated land meaning no rent is payable and the offset build costs with residential dwellings alongside the development of the land. The village hall executive committee is responsible for keeping the building in a good state of repair.

### **Appointment of Trustees**

The trust deed governs the appointment of trustees and the management of the charity.

### **Policies and Procedures**

To guide the Trustees in exercising its duty of care to members, volunteers and users of the hall the following policy statements have been adopted.

Health and Safety  
Vulnerable adults Policy  
Computer Use Policy  
Data Protection Policy  
Guides for Trustees

Copies of these policies are included in the trustees pack

### **Hiring Agreement**

Use of the hall is subject to a Hiring agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

### **Licenses**

The Hall has a premises licence to sell alcohol and is licensed by the performing rights society (PRS) for live and recorded music.

### **Risk Management**

The Village Hall is insured by Norris Fisher It is insured with the same company for £500,000> Insured for contents and public liability (£5,000,000) and legal assistance. The trustees recognise its legal obligation to protect the building, its users and volunteers through adequate insurance.

### **Building Issues**

- A building condition survey is planned for every 5 years. The first condition report is due to be completed this year.
- Gas appliances and electrical equipment appliances are tested by qualified personnel annually.
- The fixed wiring system for the building is due for inspection this year 2018
- Fire safety risk assessment is updated annually and a review as required by law
- Fire fighting appliances are inspected annually under contract with the supplier
- Volunteers from the Trustees and Executive Committee carry out regular maintenance checks and annual maintenance review and stock take to check all items in the building and to make sure that they remain fit for purpose.

### **Objectives of the Charity**

- Provision of the Hall is for the benefits of Eastrea village and without distinction –of sex, sexual orientation, age, gender, disability, nationality, race, political, religious or other opinions
- Use of the Hall for meetings, lectures classes and other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the residents.

- The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit as shown in the list of activities pursued last year

### **Principal Activities**

- Use of the hall most days have been, tai chi classes, Whittlesey archery, keep fit groups, slimming world, quilt craft group, local Elections
- The Hall is available for private functions including, annual family day, children's parties, wedding receptions, village social functions and occasional fundraising fayres.

### **Funding Strategy**

It is the strategy of the Trustees to manage the revenue budget on a self financing basis. The funds received by the users of the hall are set to achieve this.

### **Volunteers Effort**

Management costs are kept to a minimum through the use of volunteers for the regular maintenance and cleaning of the hall. On average 20 hours of volunteer time are given to cover, cleaning and maintenance bookings management. Trustees give 20 hours for meetings and 60 hours per annum in organising and fund raising events through the management of the executive committee.

### **2018 Achievements**

The Executive under the guidance of the Trustees have worked hard to make the Hall attractive to users measure the hall attracted the following during the course of the Year.

Jan – Maintenance weekend / Wedding Fayre

Mar – Fun Times Circus

Apr – Luch Club

June – Citizens Advise Bureau started monthly slots for area.

July – Family Day

August – Gables Charity Event

Sep – Wedding Fayre

Nov – NUNPUK Christmas Event / Northern Soul Event

Dec – Xmas Fayre

## Reserves Policy

The charity had £29,000 in the bank as unrestricted reserves at year end. This cash is for unforeseen expenditure in relation to building maintenance or furniture/equipment replacement. The trustees are responsible for the maintenance of the village hall and from time to time this involves major works with the object of meeting the costs in full without the requirement for borrowing money.

## Future Plans

Expansion of meeting room. To extend to the rear of the building to increase the capacity of the room. Opportunity to increase bookings for the use of the room  
Spare capacity will be promoted on redeveloped village hall website

A online booking system is being investigated still so as potential clients can see the availability immediately without the need to ask for responses.

## Account Report – Abblitt & Co

### *Summary of Financial Report.*

2018 was a very successful year financial following a year of heavy investment during 2017 for maintenance of the building. 2018 has provided a cash surplus of £11,000.00. This has replenished the accounts and provided us with further cash reserves ready for further maintenance requirements.

## Chairs Closing Comments

Throughout the year of 2018 was a year of further stability for the Trustee's and Committee members. Changes made during the previous year have settled well and the systems are streamlined and effective.

Bookings have increased slightly over the last year which has provided us with further funding to invest within the Charity to replace damaged items and various parts that have come to the end of there economical life. As the hall is now approaching its 5<sup>th</sup> Birthday there are several items that are becoming to look tired and therefore have been replaced in order to keep the fresh and new appearance we pride ourselves on.

We have needed to address parking issues around the hall following complaints from local residents where users of the hall have been parking inconsiderately around the area and causing an inconvenience to the residents. New signage has been procured to put in place for large events where there is a large number of participants expected along with barriers to direct the hall users for parking. Notifications have also been added to the booking forms in respect to parking requirements around the centre.

Once again at the beginning of the calendar year we completed a planned maintenance closure of the Hall allowing for all items to be stock checked and the majority of areas freshened up with a coat of paint. All the chairs were steam cleaned and remedial works

completed to tables where required. The main hall has been re-lamped with future investigations being made to change to LED lighting for efficiency purposes.

I would like to thank all those that have been involved with the running of the hall for once again a successful year and providing an ever-professional service.